



245 Main Street
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Phone (570) 788-0608
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March 23, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on March 23, 2021 at 7:00 pm. The meeting was publicly advertised and accessible by computer or phone using GoToMeeting's virtual conferencing service. It was called to order by Chairman Gallagher, the Pledge of Allegiance was recited, and roll call was taken.

Present: Joseph Gallagher, Greg Olander, Marc Eble, Andre Marchese, Marguerite Woelfel, Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Bianca Martincek (Recording Secretary/Office Administrator)

Absent: Ed Gregory (Operations Manager)

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution #11: Motion to Approve Minutes of the February 23, 2021 Regular Meeting – Olander. Second Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative	Marchese	-	Affirmative
Gallagher	-	Affirmative			

Treasurer's Report

Item 1: Treasurer Woelfel presented the Treasurer's Report. The document was also displayed on the video call. A copy of the report is on file and available for review.

Motion

Resolution #12: Motion to Approve the Treasurer's Report ending February 28, 2021 – Eble. Second – Olander

Questions on the Motion: None



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ROLL CALL VOTE:

Eble	-	Affirmative	Gallagher	-	Affirmative
Marchese	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative			

Item 2: Details of the Accounts Payable Report were examined. A copy of the report is on file and available for review.

Motion

Resolution #13: Motion to approve the Payment of Invoices and Unpaid Bills totaling \$71,141.60– Woelfel. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Gallagher	-	Affirmative
Marchese	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative			

Solicitor’s Report

Item #1: Solicitor O’Donnell has two items to discuss during the executive session that is to be held after the meeting. The first is an update on a potential land acquisition and the second concerns prior lien litigations.

Engineer’s Report

Item #1: DEP has responded to the Authority’s 537 Plan. Engineer Harrison provided the Board with a copy of the comments that were made. They too will be discussed during tonight’s executive session.

Item #2: EnTech Engineering is finalizing the letters to be sent to consumers who have damaged laterals. Engineer Harrison recommended mailing these after DEP’s comments on the 537 Plan are addressed. The Board agreed that the completion of the 537 Plan is the CSJMA’s top priority.

In the meantime, the public should be notified of the implementation of the I & I program. This can be done by publishing a legal notice in the local newspaper. Additionally, a message can be included on consumer bills that directs them to the Authority’s website for more information.



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As the website is being updated a fact sheet should also be created to help answer any questions the Authority, Borough, or Township may receive. Engineer Harrison will work with Office Administrator Martincek to produce this.

Item #3: Engineer Harrison received a quote from the Hach Company to purchase two FLO-DAR units for an approved cost of \$40,000 or less. To proceed Hach requires a purchase order be sent from the Authority. The CSJMA has not issued purchase orders in the past. Vice Chairman Olander will forward a template to Office Administrator Martincek to replicate.

Item #4: The Chapter 94 Report was completed by Entech Engineering. A SSO is listed. It was caused by a brick falling and plugging the sewer. Harrison also noticed a strong correlation between the area’s rainfall and I & I. In the future he would like to televise the interceptor along the creek. Chairman Gallagher is to sign the report. A hard copy is required by DEP.

Manager’s Report

Item #1: In absence of Operations Manager Gregory, the Manager’s Report was presented by Chairman Gallagher. It was also displayed on video. A copy of the report is on file and available for review.

Item #2: Gregory had previously expressed the need to purchase and replace the sewer treatment plant’s Muffin Monster grinder cartridge. The grinder has only ever required basic maintenance while being run 24/7 for the last 12 years. JWC Environmental provided a quote for this part in the amount of \$14,470.83. Vice Chairman Olander stated that this was a fair price. He also explained that the grinder and its parts are proprietary items. They must be purchased from the same manufacture, otherwise the entire system would have to be replaced.

Motion

Motion to Approve the purchase of the Muffin Monster cartridge from JWC Environmental for the price of \$14,470.83 and the additional shipping cost – Olander. Second - Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Gallagher	-	Affirmative
Marchese	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative			



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Old Business: None

New Business

Item #1: The Authority's Hydrologist forwarded Chairman Gallagher some language to help develop a Wellhead Protection Program for its wells. The Borough is considering adopting new zoning ordinances. The CSJMA must initiate a program that would coincide with such changes.

In the meantime, Treasurer Woelfel stated that it is the Authority's duty to make the Borough aware of any concerns regarding the density of the proposed zoning. This was agreed upon. A letter is to be drafted and sent to the Borough with the intent to protect the water supply and existing infrastructures. Details will be discussed during the executive session.

Public Comment

Michael Leib of Sugarloaf Township asked the Board if they anticipate the completion of the 537 Plan to remain on schedule. Engineer Rich Harrison replied and explained that an implementation schedule is set however, delays are often unavoidable. The CSJMA is diligently working towards finishing the project.

Leib supported the Board's decision to issue purchase orders in the future. He also reviewed the quote from JWC Environmental for the purchase of the Muffin Monster grinder cartridge and believed its price included shipping.

Executive Session was held immediately after the meeting to discuss legal matters and the 537 Plan

Motion

Motion to Adjourn the meeting on Tuesday, March 23, 2021 – Woelfel. Second - Marchese

Questions on the Motion: None

No Roll Call – Unanimous



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Attest:

Marc Eble
CSJMA Secretary